



# Career Advising Syllabus

**Mission Statement:** Career advising is dedicated to providing professional guidance and empowering practitioners in the development of meaningful educational plans that are consistent with their academic, personal and professional goals. It is an ongoing partnership with practitioners to help them recognize and pursue their passions and to challenge them to set realistic academic and life goals to ensure their personal success.

To contact career advisor call Elisa Moro at 561-732-8066 ext. 122 or email [emoro@primetimepbcc.org](mailto:emoro@primetimepbcc.org)

EXPECTATIONS OF STUDENTS	EXPECTATIONS OF CAREER ADVISOR
<ul style="list-style-type: none"> <li>✓ Schedule regular appointments and/or contacts during each semester</li> <li>✓ Be courteous &amp; plan ahead (schedule appointments early and cancel or reschedule only if necessary)</li> <li>✓ Come to appointments prepared with questions and/or topics to discuss</li> <li>✓ Accept responsibility for your decisions and actions</li> <li>✓ Be open to developing and clarifying your personal values and goals</li> <li>✓ Research college programs, policies, procedures, and opportunities as appropriate</li> <li>✓ Keep a record of your academic progress and goals</li> <li>✓ Use advising tools, degree audit, college websites, and the course catalog to gather information and track your academic progress</li> <li>✓ Check your email account regularly as this will be a primary means of contact</li> <li>✓ Provide transcripts to career advisor</li> </ul>	<ul style="list-style-type: none"> <li>✓ Maintain confidentiality according to established standards (FERPA)</li> <li>✓ Provide personal contact with advisees</li> <li>✓ Refer advisee to a counselor when it is appropriate (personal problems, crisis situations, etc.)</li> <li>✓ Refer advisees to other campus or community resources as needed</li> <li>✓ Guide advisees toward satisfactory academic progress</li> <li>✓ Strengthen advising skills through professional development opportunities</li> <li>✓ Help advisees clarify their life and career goals</li> <li>✓ Provide a respectful, supportive atmosphere</li> <li>✓ Maintain varied office hours to provide adequate access for advisees</li> <li>✓ Assist advisees in scheduling, transfer of credit, and understanding degree audit</li> <li>✓ Understand PBSC degree requirements, admissions requirements, course/program curricula, graduation requirements, college policies and procedures, and effectively communicate these to students</li> <li>✓ Support practitioners as they continue to implement best practices in afterschool</li> </ul>

<b>EXPECTED STUDENT LEARNING OUTCOMES</b>
<ul style="list-style-type: none"> <li>✓ Know their advisor and utilize them for success</li> <li>✓ Navigate and utilize PBSC website</li> <li>✓ Register for classes online</li> <li>✓ Utilize resources and services to assist in the achievement of academic, personal and career goals.</li> <li>✓ Make use of referrals to college resources as needed</li> </ul>

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